



# **EXPOSITION**

**for an Approved Self-Administering Organisation under CASR 149 and in relation to parachuting from aircraft under proposed CASR Part 105**

## **AUSTRALIAN PARACHUTE FEDERATION LTD**

ACN: 101 980 358

ABN: 75 061 266 510

CASA ARN: 205322 (The APF)

**VERSION: V1.0 DATED 22 APRIL 2020**

**Warning**

***Parachuting and flying in parachuting aircraft can be dangerous.***

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## Version Control – Revision History

Exposition Part 1.5 describes APF’s internal change management policy and procedures and Part 1.6 describes the Exposition Change Management process. The following table lists Exposition Change Notices and Document Advisory Notices that have been incorporated into this Exposition.

The Exposition cover page will display the version number and effective date.

Version Number	Details of ECN and DANs incorporated	Effective Date
V1.0	CASA-approved original issue	22 April 2020

## Policy Statement – Board of Directors

The APF Board has resolved that APF shall meet the requirements of Part 149 of the *Civil Aviation Safety Regulations 1998* (Cth) (CASR Part 149) and the *Part 149 (Approved Self-administering Aviation Organisations) Manual of Standards 2018* (149 MOS 2018) and maintain a structure that effectively manages the APF’s approved functions detailed in Exposition 1.2.1.

The APF CEO will employ suitably competent, qualified and trained personnel to enable the APF to perform its approved functions in accordance with this Exposition, the civil aviation legislation and APF’s rules, regulations and all policies and procedures manuals and documents listed in [Appendix A](#).

APF has adopted a policy whereby Members are classified as either a student, novice, experienced or professional, for the purposes of identifying the level of oversight needed and the Member’s ability to identify and accept risk, which is articulated in Exposition 1.4.4(a)(ii).

## Distribution List

The APF Exposition will be managed such that the latest approved Version will be posted on the [APF website](#) and be accessible to all APF Members and CASA.

Those individuals listed below will be notified in writing whenever there is a change to the Exposition that causes the Version number to change. The notification will include information on the nature and scope of the change and provide a link to the revised Exposition.

Position	Method of Notification
Board of Directors	Email with link to latest version
Team Leader CASA Sport Aviation Office	By letter
Chief Executive Officer	Self-notification
Safety and Training Manager	Email with link to latest version
Safety and Training Officers	Email with link to latest version
National Aviation Officer	Email with link to latest version
National Rigging Officer	Email with link to latest version
Technical Officers	Email with link to latest version
APF Members	Weekly or fortnightly eNews broadcast

## Highlighted Text, Defined Terms and Acronyms

### Highlighted Text

Changes to all Exposition text, in black ink, and those **ORs** and **RSs** and **Manuals** specifically identified in **Appendix A** as requiring the prior approval of CASA before the change is made, will be undertaken in accordance with the change management process specified in Exposition 1.5.1(c), 1.5.2 and 1.6.1.

Text highlighted in **blue** identifies documents, and the particular sections of documents, where the detailed policy and procedure is located, and which expands on what is in this Exposition.

Text in dark **blue and underlined** is hyperlink to where detailed information can be viewed online.

### Defined Terms and Acronyms

Capitals will be used throughout the Exposition where the word or term is a 'defined' word or term.

**APF Constitution Rule 2 – Definitions and Interpretations** sets out words and phrases used by APF in its **Rules**.

The **APF website** has a comprehensive '**Dictionary of Definitions**' which lists words, phrases and acronyms used in the APF's regulatory framework. The Dictionary includes terms used in the Operational Regulations, Regulatory Schedules, committee charters, policy and procedures manuals and other documents referenced in this Exposition.

Abbreviations, acronyms and terms used in this Exposition are:

Acronym	Meaning
AAD	(parachute) Automatic Activation Device
ABN / ACN	Australian Business Number / Australian Company Number
AD	CASA Part 39 Airworthiness Directive
APF	Australian Parachute Federation Ltd
AMOC	Alternative Means of Compliance
ASAC	Air Sports Australia Confederation Incorporated
ASAO	Approved Self-administering Aviation Organisation (under CASR Part 149)
ATC	Air Traffic Control
ATSB	Australian Transport Safety Bureau
CAR	Civil Aviation Regulations 1988
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998
CEO	Chief Executive Officer (149 Accountable Manager)
CI	Chief Instructor (parachuting)
CJPM	Cloud Jumping Procedures Manual
CLG	Company Limited by Guarantee
CTA	Controlled Airspace that is Class A, C, D or E airspace
CTAF	Common Traffic Advisory Frequency
DAN	Document Advisory Notice
DZSO	Drop Zone Safety Officer
ECN	Exposition Change Notice
EM	APF Examiner's Manual
ES	Equipment Standard
FAA	Federal Aviation Administration of USA
FAI	Fédération Aéronautique Internationale
GCA	Ground Control Assistant
IAW	in accordance with
ISC	International Skydiving Commission
JPA	Jump Pilot Authorisation
MOS	149 Manual of Standards 2018

MRI	Maintenance Release Inspection
NAA	National Aviation Administration
NAO	National Aviation Officer (149 Appointed Person)
NOAM	APF National Officer Administration Manual
NOTAM	Notice to Airmen
NRO	National Rigging Officer (149 Appointed Person)
NPRM	Notice of Proposed Rule Making
OR	Operational Regulations
PIA	Parachute Industry Association
PM	Procedures Manual
RAAO	Recreational Aviation Administration Organisation
RS	Regulatory Schedule
Rule	APF Constitution Rule
SB	(manufacturer) Service Bulletin
SM	Safety Manager (149 Safety Manager)
SMS	Safety Management System
SPR	Single-Point (parachutist) Restraint
STM	Safety and Training Manager (149 Appointed Person)
STO	Safety and Training Officer (149 Appointed Person)
TA	Target Assistant
TD	Technical Directive
TO	Technical Officer (149 Appointed Person)
TSC	Technical and Safety Committee
TSO	Technical Standard Order (Under FAA FAR 21 Subpart O)



# PART 1: APF, FUNCTIONS AND SYSTEMS

*This part describes the structure of the APF, the scope of its activities, the functions it performs on behalf of CASA and the SMS, Auditing & Surveillance, Licensing & Ratings and, Enforcement management systems in place to control the activities and functions the APF performs.*

## 1.1 THIS EXPOSITION

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### 1.1.1 The Exposition

This Exposition describes the systems APF has in place to satisfy the requirements of CASR Part 149 and the proposed requirements of CASR Part 105 – Sport and recreational parachuting from an aircraft – certification and operation; and deals with matters required by the 149 MOS 2018.

[Appendix C](#) cross-references this Exposition to CASR Part 149 and [Appendix D](#) cross-references this Exposition to 149 MOS 2018.

*Note: Until this Exposition comes into force, APF will be bound by CASA Instruments reproduced in [Regulatory Schedule RS 51 - CASA Instruments](#).*

### 1.1.2 The Australian Parachute Federation

APF is registered as a CLG, operates as a not-for-profit organisation and is subject to the *Corporations Act 2001* (Cth). APF reports to the Australian Securities and Investment Commission in accordance with the *Corporations Act*.

As a CLG, APF has:

- (i) members rather than shareholders;
- (ii) a Board which operates on a volunteer basis; and
- (iii) dissolution rules in its Constitution that ensure, in the event the APF becomes insolvent, the proceeds from the winding up must be passed to an organisation with similar objects and purposes. See [Constitution Rule 30.2](#).

### 1.1.3 Role of APF

The APF is the peak body for the administration and regulation of civilian parachuting operations in Australia. Under [Constitution Rule 3\(e\)](#) APF aims to be the only administration organisation for sport and recreational parachuting recognised by CASA and, under [Rule 3\(f\)](#) be recognised by the FAI, ISC, ASAC and the Australian Sports Commission as the Australian authority for parachuting.

## 1.2 APPROVED FUNCTIONS AND STAKEHOLDER RELATIONSHIPS

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### 1.2.1 CASA Approved Functions of APF as an ASAO

For the purpose of MOS 23 to 29 the nominated functions of the APF as an ASAO, and described in more detail in Appendix B are:

- (a) Administering a parachute descent activity including establishing a parachutist certification training scheme, as well as issuing parachutist certificates, ratings or endorsements.
- (b) Establishing procedures for safe conduct of parachute descents.
- (c) Administering the operation of an aircraft to facilitate a parachute descent, including authorising jump pilots and jump pilot trainers.
- (d) Administering a parachute training organisation.

- (e) Administering the airworthiness of a parachute, including issuing an authorisation for an airworthiness activity, such as packing, assembly or conducting maintenance on a parachute.
- (f) Assessing existing parachute authorisations issued by foreign or other sport aviation authorisation bodies.

## 1.2.2 Stakeholder Relationships

### (a) Civil Aviation Safety Authority (CASA)

#### (i) *Deed of Agreement*

APF has a Deed of Agreement in place with CASA, under which APF agrees to perform certain functions for and on behalf of CASA. In return, CASA provides limited financial assistance.

#### (ii) *Providing information or documents to CASA*

As required by CASR 149.540, APF will provide CASA with information and documents in relation to APF's approved functions within 7 days of the request being made by CASA.

#### (iii) *Regulatory and Legislative changes*

APF will maintain an on-line subscription to CASA broadcast service for Airworthiness Directives, new legislation and changes to aviation legislation applicable to parachutes and parachuting operations. See also Exposition Appendix A and 5.3.5(a).

### (b) Airservices Australia

#### (i) *Memorandum of Understanding (MOA)*

APF has a formal MOA with Airservices Australia. Its purpose includes facilitating communications and supporting equitable and consistent access to airspace for parachuting operations.

#### (ii) *Drop Zones on Air Navigation Charts*

APF will notify Airservices Australia when a DZ is first established so other airspace users will be alerted with a parachute symbol or warning on applicable air navigation charts.

#### (iii) *Publications that deal with Parachuting Operations*

APF will liaise with Airservices Australia where changes are proposed to: (AIP) ENR 5.5 requirements in respect to parachuting operations at Licensed Aerodromes, Class B, C, D and E airspace and CTAFs, and Manual of Air Traffic Services (MATS) 18-3-5 procedures on how ATC will separate jump aircraft from other traffic. A NOTAM will be requested of Airservices Australia, through CASA, where intense parachuting activities will affect other airspace users.

### (c) State Police, Coroners and ATSB – Fatality Investigation Assistance

APF has arrangements in place with State and Territory Police through Memorandums of Understanding. These documents facilitate efficient and effective relationships with Police and Coroners relating to investigations involving fatalities and life-threatening injuries resulting from parachuting. APF works closely with the ATSB where there is an aircraft incident and or parachuting fatality. Exposition 4.3.10(ii) refers.

### (d) Parachute Industry Association (PIA)

APF is a member of the PIA, which sets international standards in respect to certification and ongoing airworthiness requirements for personnel parachutes. The NRO is the APF Delegate to

PIA and has access to PIA Technical Standards in respect to certification of, and ongoing airworthiness which are used by APF. Access to the [PIA website](#) is limited to PIA Members.

**(e) Affiliation to ASAC and FAI**

APF is the Australian representative for sport parachuting internationally through its membership of the Air Sports Australia Confederation (ASAC) and its affiliation to the Fédération Aéronautique International (FAI). Refer to: [ASAC website](#) and [FAI website](#).

**(f) International Skydiving Commission (ISC)**

**(i) Membership of ISC**

APF holds direct membership of the ISC, being the sport-specific arm of the FAI, which sets the rules for international competition and record setting within the aviation and aeronautics sphere. See [IPC website](#).

**(ii) ISC Technical and Safety Committee (TSC)**

The TSC issues Technical and Safety Bulletins and issues comparison data on worldwide skydiving fatalities. APF uses the comparative fatality data to measure its performance against international peers. ISC documents are linked to the [APF website](#).

**(g) Australian Skydiving Association (ASA)**

ASA operates independently of APF under CAR 152 and is a RAAO with its own set of rules and regulations. Exposition 1.4.6(b) describes the mechanism to assess the eligibility and qualifications of ASA members who wish to operate under the APF Rules and Regulations. As required by CASR 149.430 and 149.435, APF will confer with ASA regarding any variations, cancellations or suspensions that may be in place with an ASA member that APF must consider before issuing an APF authorisation.

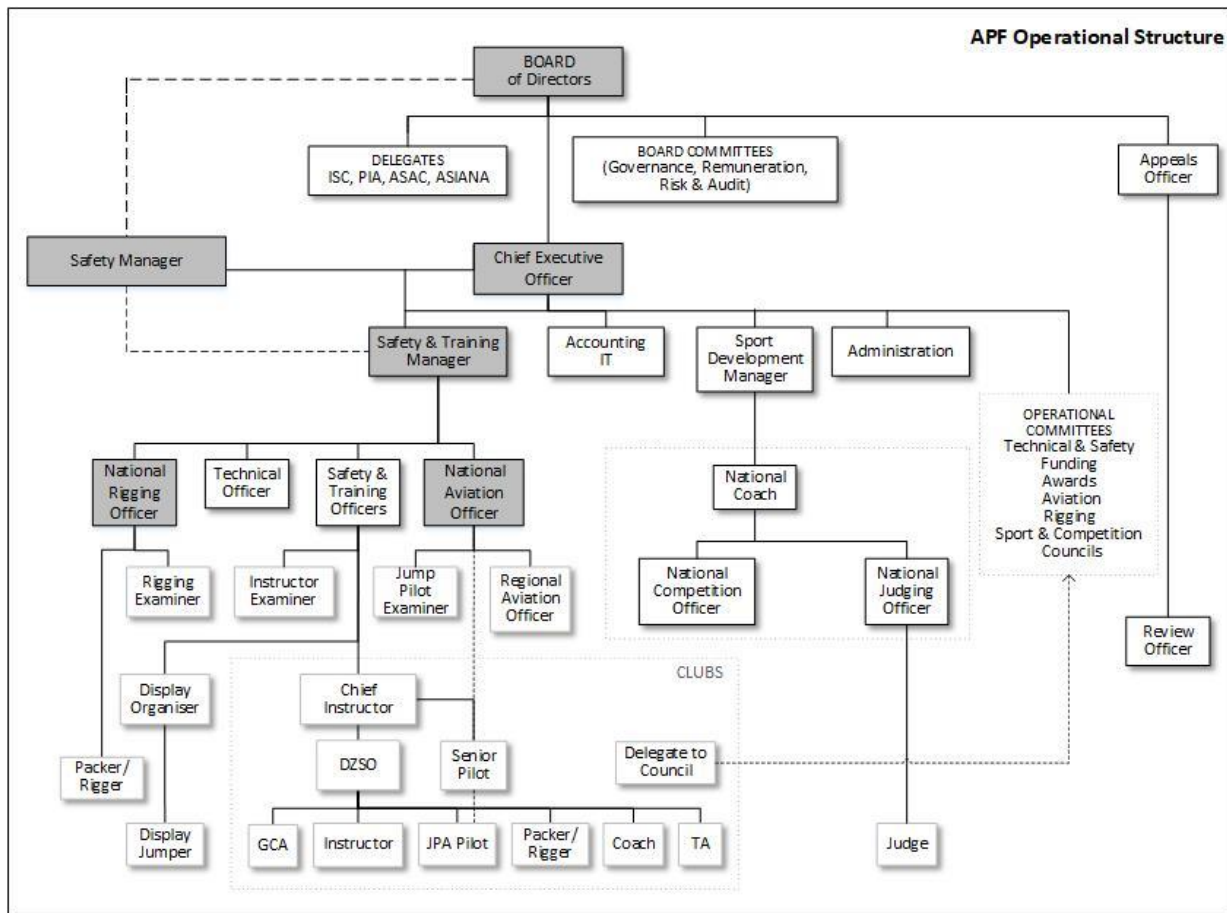
## 1.3 ORGANISATIONAL STRUCTURE AND PERSONNEL

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### 1.3.1 Corporate and Organisational Structure

**(a) National Management Structure**

- (i) APF's corporate structure is based on the personnel and resources needed to achieve [Constitution Rule 3 – Objects](#) and to satisfy the requirements of CASR 149 and proposed CASR 105.
- (ii) The Organisational Chart following shows **Key Personnel** and **Appointed Persons** and their relationship to other functional areas of the APF. A more detailed organisational chart is in [Regulatory Schedule RS 57](#).



**(b) APF Board of Directors**

The APF Board is appointed in accordance with [Constitution Rule 18](#) and exercises its powers and performs its duties as provided for in [Rule 19](#). Proceedings are managed in accordance with [Rule 20](#), the [APF Board Charter](#) and [APF Board of Directors – Code of Conduct](#). The APF Board sets the strategic direction for the organisation and approves projects and assigns tasks for the CEO and management to achieve the APF’s objectives and strategic goals. See [APF website](#) for the names of current Board Members as required by MOS 37(2)(d).

**(c) Chair of APF Board and Management**

- (i) In accordance with [Rule 20.7](#) and the [APF Board Charter](#), the Board appoints one of its number as the Board Chair, who operates as the point of liaison with the CEO and management to ensure the appropriate balance between the roles of the Board and management. The CEO is Board-appointed in accordance with [Rule 22](#) and is granted authority under [Rule 22.4\(d\)](#) to establish Operational Committees.
- (ii) If the CEO/Accountable permanently vacates the CEO/Accountable Manager position, the Board Chair will appoint the STM as acting-CEO/Accountable Manager for not more than 90 days. CASA will be advised IAW Exposition 1.3.2(b)(iii) and 1.4.8.

**(d) Board Committees**

[Rule 24](#) allows APF to establish Committees. APF Board Committees comprise: The Remuneration Committee, Governance Committee and Risk and Audit Committee, which all deal with the statutory requirements of the *Corporations Act 2001* (Cth). There is also an Information & Communications Technology Committee and six Area Council Committees. See: [Board Committees’ Charters](#).

### (e) CEO-Appointed Operational Committees

Under [Rule 22.4\(d\)](#), the CEO will establish standing and adhoc Operational Committees as required. [Operational Committee Charters](#) of relevance to this Exposition are:

#### (i) *Technical and Safety Committee (TSC)*

The TSC is under the control of the Safety and Training Manager (STM). The STM together with the Safety and Training Officers (STOs), National Aviation Officer (NAO) and National Rigging Officer (NRO), manage operational and compliance matters. The Board-appointed Safety Manager attends TSC Meetings to oversight Exposition 1.2.1 function administration.

#### (ii) *Aviation Committee*

This committee develops policy and procedures for aircraft operations and airspace-related matters referred to in Exposition Part 4 – Operating an aircraft to facilitate a parachute descent. The Aviation Committee is chaired by the NAO.

#### (iii) *Rigging Committee*

This committee develops policy and procedures for parachute airworthiness-related matters referred to in Exposition Part 5 – Parachute Airworthiness. The Rigging Committee is chaired by the NRO.

### (f) Other Committees

These comprise Funding, Awards, Sport and Competition and, when required, a Review and Appeals Committees are tasked with to dealing with matters that arise under [Rule 13 – Discipline of Members](#) and required by CASR 149.290 for Aviation administration and enforcement rules and MOS 36.

## 1.3.2 Key Personnel and Appointed Persons

### (a) APF Key Personnel, Appointments and Delegations

- (i) Under Constitution rule 19.4 the Board may delegate any of its powers to the CEO or any officer or employee of APF as it sees fit. Pursuant to rule 19.4, the Board appoints the CEO as **Accountable Manager** and a Board Director as **Safety Manager**. The CEO is delegated responsibility for appointing all other **Key Personnel** and **Appointed Persons**. Being a Board-appointed position the CEO/**Accountable Manager** notification to CASA will be in IAW Exposition 1.3.1(c)(ii) .
- (ii) For the purposes of MOS 31(2), the five (5) **Key Personnel** approved to manage the functions in Exposition 1.2.1 are: the CEO as **Accountable Manager**, the Board-appointed APF Safety Manager as **Safety Manager**, the STM, the NRO and the NAO.
- (iii) The CEO, STM, NRO and NAO (individually or in consultation with one other of the Key Personnel) appoints persons (**Appointed Persons**) to: a) determine a member's eligibility for, b) assess the member's knowledge and competencies, and c) authorise the issue of a certificate, rating, licence, endorsement, delegation or appointment.
- (iv) The **Appointed Persons** positions are: Instructor Examiner, Jump Pilot Examiner and Rigger Examiner. Refer to [EM](#) for procedures and processes for assessing eligibility and [NOAM](#) for administrative arrangements for issue of authorisations.
- (v) The online ASAO [Register of Key Personnel](#) has the name of each Key Person and the name of the person(s) who will substitute for the **Key Person** when the **Key Person** is absent or cannot carry out the duties of the **Key Person** position.

- (vi) The APF Membership Register will record the appointment of **Appointed Persons** and authorisations (being a certificate, rating, licence, endorsement, delegation or appointment) issued by **Key Persons** and **Appointed Persons**.
- (vii) The APF Membership Register contains historical information on appointments, authorisations and delegations and identifies the date where an appointment was made, an authorisation was issued, and when an appointment or delegation was withdrawn, expired or was surrendered.

**(b) APF CEO (Accountable Manager)**

**(i) Qualifications and Experience**

The APF Board-appointed CEO will have:

- sufficient relevant experience in organisational, operational, financial and people management of parachuting operations to capably lead, manage and set standards to enable APF to maintain safety of operations in accordance with the Exposition and civil aviation legislation; and
- a satisfactory record in the conduct or management of parachuting operations.

**(ii) Duties and Responsibilities**

As Accountable Manager, the CEO has over-arching responsible for:

- ensuring APF performs its approved functions under Exposition 1.2.1;
- providing information and documents where required by Exposition 1.2.2(a)(ii);
- ensuring APF has sufficient suitably experienced, qualified and competent personnel who, before being appointed, are trained as required by CASR 149.195 and 149.205;
- ensuring APF maintains the National Management Structure under Exposition 1.3;
- negotiating Change Management with CASA under Exposition 1.5.2 & 1.6;
- notifying CASA of personnel changes under CASR 149.200;
- reporting interference as required under CASR 149.215(1);
- dealing with personnel who fail in their duties by counselling and re-training as required by MOS 7.37(2)(f);
- appointing a STO as the STM when the STM is absent as per 1.3.2(c-2)(iii);
- notifying personnel on the Distribution List when the Exposition has a version change;
- complying with the surrender of documents requirements of CASR 149.550;
- ensuring that APF is financed and resourced to meet its obligations under CASR 149 and 149 MOS 2018; and
- ensuring the APF complies with any directive of CASA issued under CASR 149.085; and
- maintaining a subscription service as per Exposition 1.2.2(a)(iii) and ensure all necessary changes to APF rules, regulations, procedures, etc are made and implemented.

**(iii) Notifying CASA of a change to CEO/Accountable Manager**

- When the CEO vacates the position, is absent or cannot carry out the duties of the **Accountable Manager**, the STM will assume the responsibilities of **Accountable Manager** for up to 90 days.
- The substitute **Accountable Manager** will notify the Team Leader CASA Sport Aviation Office, in writing within 7 days, as required by CASR 149.200 and detailed in Exposition 1.4.8.

- Within 7 days of the STM assuming the **Accounting Manager's** responsibilities the STM will appoint a STO to assume the STM duties and responsibilities.
- The substitute **Accountable Manager** will ensure the [Register of Key Personnel](#) is updated and APF Members are notified of the change in personnel, using an eNews broadcast.

### (c-1) APF Safety Manager (SM)

#### (i) **Qualifications and Experience**

The **Safety Manager**, is a Board Director and will have:

- sufficient relevant experience in overseeing personnel who set parachuting standards, administering a SMS and administering an Auditing & Surveillance system and Enforcement systems.
- sufficient safety and regulatory knowledge to enable APF to perform its approved functions safely in accordance with its Exposition and civil aviation legislation.

#### (ii) **Duties and Responsibilities**

The **Safety Manager** is the Board-appointed guardian who:

- oversees TSC administration of Exposition 1.2.1 functions;
- reporting interference as required under CASR 149.215(2);
- reporting certain matters to CASA in accordance with Exposition 1.4.8; and
- managing the SMS.

#### (iii) **Notifying CASA of change to Safety Manager**

- When the SM vacates the position or is absent or cannot carry out the duties of **Safety Manager**, another suitable Board Member will be appointed, by the Board, to assume the SM duties.
- The **Accountable Manager** will notify the Team Leader CASA Sport Aviation Office, in writing within 7 days, of the substitute **Safety Manager** taking up the appointment. See Exposition 1.4.8 for details of the **Accounting Manager's** responsibilities in respect to notifying CASA.

### (c-2) APF Safety and Training Manager (STM)

#### (i) **Qualifications and Experience**

The STM is a CEO appointee and will have:

- sufficient relevant experience in carrying out, or managing other persons in carrying out, parachuting operations, to capably lead, manage and set standards to enable APF to implement its SMS; and
- a satisfactory record in the conduct or management of parachute operations; and
- sufficient safety and regulatory knowledge to enable APF to perform its approved functions safely in accordance with its Exposition and civil aviation legislation; and
- hold an Instructor Examiner authorisation

#### (ii) **Duties and Responsibilities**

The STM directly supervises those personnel involved in:

- administering Exposition Part 2, 3, 4 and 5 functions;

- administering the APF SMS under Exposition 1.1.4 and SMS 2.52
- administering the Audit and Surveillance System under Exposition 1.4.5;
- in company with NAO approves CJPMs (Exposition 2.2.2(ii));
- reporting interference with decision under Exposition 1.4.8(b);
- providing information to CASA under Exposition 1.4.5(d);
- administering the Licensing and Rating System under Exposition 1.4.6;
- administering the Enforcement (misconduct/discipline/grievance) system; and
- countersigns authorisations before issue by the NRO and NAO.

**(iii) Notifying CASA when STM is absent or is acting as CEO**

- When the STM is absent or cannot carry out the duties of the STM or is acting as the CEO/**Accountable Manager**, a STO will be appointed to take on the STM duties and responsibilities.
- Exposition 1.4.8 details the **Accountable Manager's** responsibility to notify CASA and APF Members of the change and have the Register of Key Persons updated.

**(d) National Aviation Officer (NAO)**

**(i) Qualifications and Experience**

The NAO is a CEO appointee and will be:

- a highly experienced commercial pilot with sufficient relevant experience in parachuting operations and the regulations applicable to flight under VFR and IFR; and, is capable of assessing Senior pilot and JPE applicants; and is familiar with the requirements applicable to jumping through cloud.

**(ii) Duties and Responsibilities**

The NAO is under the control of the STM and is responsible for:

- administration of Exposition Part 4 – Aircraft Operations;
- Senior Pilot & Jump Pilot Examiner appointments (Exposition 4.2.3 and 4.2.4);
- In company with STM, approves CJPMs. Refer Exposition 2.2.2(ii);
- chairing the Aviation Committee (Exposition 1.3.1(e)(ii)); and
- assisting with auditing as required (Exposition 1.4.5(c)).

**(iii) Notifying CASA when NAO is absent or vacates the position**

- The CEO/Accountable Manager will appoint one of the Aviation Committee who has the requisite qualifications and experience as NAO; and
- Notify CASA as required by Exposition 1.4.8.

**(e) National Rigging Officer (NRO)**

**(i) Qualifications and Experience**

The NRO is as CEO appointee and will be:

- a highly experienced rigger with sufficient relevant experience in parachute a parachute maintenance organisation which has been involved in dealing with repairs to and modification of parachutes and is familiar with the CASA Airworthiness Directives system and manufacturer Service Bulletin system and preferably familiar with the PIA and has attended a PIA Symposium.



**(ii) Duties and Responsibilities**

The NRO is under the control of the STM and is responsible for:

- administering Exposition Part 5 – Parachute Airworthiness;
- chairing the Rigging Committee (Exposition 1.3.1(e)(iii));
- assisting with auditing as required (Exposition 1.4.5(c));
- suspending and/or cancelling parachute maintainer ratings (Exposition 5.4.3);
- Rigger Examiner appointments (Exposition 5.4.5(d)); and
- monitoring PIA for changes to parachute airworthiness standards.

**(iii) Notifying CASA when NRO is absent or vacates the position**

- The CEO/Accountable Manager will appoint one of the Rigging Committee who has the requisite qualifications and experience as NRO; and
- Notify CASA as required by Exposition 1.4.8.

**(f) Technical Officer(s)**

TO is a highly experience parachutist appointed by the CEO and under the control of the STM and administers:

- the APF Incident Reporting System (Exposition 1.4.5(b)(ii));
- the assessment of CJPM applications/3-yearly reviews (Exposition 2.2.2(ii));
- all other functions delegated by the STM; and
- when one TO is absent the other TO will take over the absent TO's duties and responsibilities.

**(g) Safety & Training Officers (STOs)**

STO is a highly experienced parachute instructor appointed by the CEO and under the control of the STM and assists in administering:

- the APF SMS system;
- DZ audits as required (Exposition 1.4.5(b)(i));
- incident and accident investigations;
- conduct of drug and alcohol testing (MOS 37(2)(j)); and
- when one STO is absent one other STO will take over the absent STO's duties and responsibilities.

**(h) Other Appointments and Delegations**

Those appointed to each Board and Operational Committee and, those appointed as the APF Delegate to ASAC, PIA and the ISC are listed on the [APF Website](#).

**1.3.3 Membership of APF****(a) Membership Categories**

**Constitution Rule 6** provides for various categories of membership of APF including: Individual Member, Club (Member Organisation), and such other category of Member as the APF Board may create from time to time. Jump Pilots are Associate Members as provided for in **Rule 6.1(a)(iv)**.

**(b) Individual Members**

**Constitution Rule 10** provides for individual members. Before being granted membership and before undertaking a parachute descent, a person will be warned of the dangers of parachuting, must accept the risks involved in parachuting, and must agree to be bound by the Rules and

Regulations of the APF, and this Exposition, as required by CASR 149.410. Refer to: [RS58.9 - The Parachuting Contract and Application for Membership](#).

**(c) Clubs – Member Organisations**

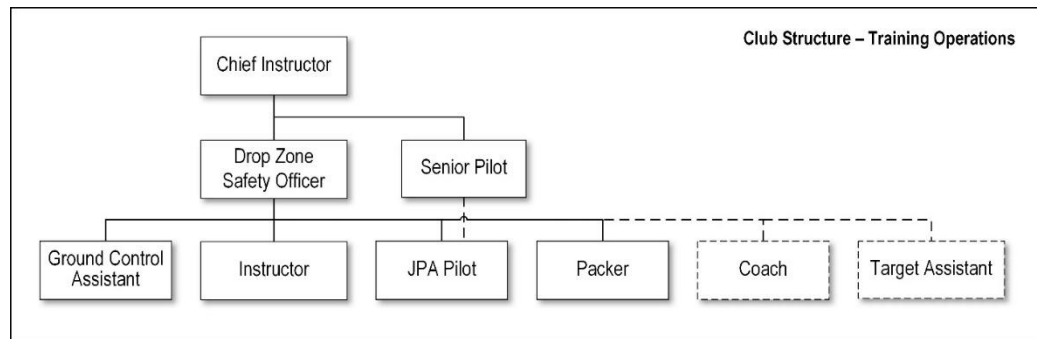
**Constitution Rule 9** provides for Clubs to become Members. A Club will be either a Training or a Non-Training Club. To become a Club Member, an organisation must meet the definition of Club in **Rule 2.1**, and **RS 58.5** describes the application process for club membership.

**(i) Non-training Clubs**

Such Clubs bring together members who share a common interest in a parachute discipline, have shared social interests and do not engage in parachute training.

**(ii) Clubs as parachute Training Organisations**

Training Clubs must operate to an approved **Training Operations Manual (TOM)**, have implemented an SMS, and have experienced and professional personnel nominated and/or appointed for DZ safety, instruction, aircraft and pilot operations. Clubs are subject to annual audits of their training activities. See Exposition 1.4.4(g) and 1.4.5(b)(i).



*Note: Tandem-only operations do not require a Target Assistant or Coaches.*

The organisational chart above is indicative of a training Club which offers all forms of training including Tandem. Key club appointments are made in accordance with **RS 54** and **RS 58.6**.

**1.4 SYSTEMS, FACILITIES, REFERENCE MATERIALS AND RULES**

**1.4.1 Management Systems**

The APF has management systems for governance, member services, a SMS, audit and surveillance, licensing (authorisations), misconduct and enforcement, the requirement to report certain matters to CASA, documentation and change management, which all meet the requirements of CASR 149.

**1.4.2 Governance System**

**(a) Key Personnel**

Exposition Part 1.3.1 describes the corporate and organisational structure below the APF Board of Directors. **Rule 18** describes how Council Elected Directors and Board-Appointed Directors are selected. **Rule 19** details the powers and duties of the Board and allows it to delegate certain of its functions to individual officers, delegates and committees. Key personnel and their reporting lines are detailed in Exposition 1.3.1(a) and in more detail in **RS 57**.

**(b) Document Framework**

Under **Rule 25**, APF formulates its documentation framework of regulations, policies, procedures, manuals and handbooks to regulate and administer the affairs of the APF. **Constitution Rules** and **Operational Regulations** are binding on all Members. **Regulatory Schedules** describe the

prerequisites, application process and procedures for achieving compliance with the regulations. Manuals including **MPPM**, **TOM**, **JPM**, etc are used to target a particular audience, or activity. Documents of relevance to this Exposition and CASA are listed in **Appendix A**.

*Note: This Exposition does not include documents related to national and international parachuting competition and record attempts, which are not CASA-approved functions of APF as an ASAO.*

### **(c) Legislative Documents**

In addition to the specific requirements of CASR 149, APF will comply with other legislative requirements that apply to APF by virtue of being a CLG, and CASA requirements applying to aircraft operated in support of parachuting. Those of relevance to APF are identified throughout this Exposition and listed in **Appendix A – Legislative Documents**

## **1.4.3 Member Services**

### **(a) APF Office – National Headquarters**

As required by CASR 149.280, APF has the facilities and equipment necessary to perform the functions detailed in Exposition 1.2.1. The APF Office is located at Unit 3 Portal Office West, 2994 Logan Road, Underwood QLD 4119 and has sufficient suitable offices and meeting rooms, telephone and video conferencing facilities and computing and photo-copying equipment, to perform the functions in Exposition 1.2.1 and service the needs of APF Members.

### **(b) APF Officers and Employees**

- (i) The CEO, STM and Technical Officers and administration personnel are based at the APF Office in Queensland on a contract or industry award basis. STOs and the NAO and NRO are on part-time employment contracts and, are dispersed remotely around Australia and, routinely travel to the APF Office for TSC meetings and for continuation training.
- (ii) The allocation of work between officers and employees, both fulltime and part-time, is managed so that individual officers and/or employees do not suffer from overwork or fatigue. The allocation of work is managed by the CEO and/or STM, as appropriate.
- (iii) Key Personnel and Appointed Persons who have responsibility for functions and sub-functions in Exposition 1.2.1 and Appendix B and must advise the CEO if they believe APF does not have sufficient officers and/or staff to effectively administer a safety related function or sub-function.

### **(c) Area Councils**

Area Councils are established to provide financial and administrative support for sport and recreational parachuting activities in their Council Area. Area Councils operate to the Board-approved Area Council Charter.

### **(d) Regulatory and Advisory Information**

- (i) All APF regulatory and advisory materials are freely available to view and download, as required by CASR 149.285. The definitive version of each document is that which is available on the [APF website](#).
- (ii) Legislative documents produced by CASA and Air Services Australia are available to APF Members to view online at the CASA or Air Services Australia website.
- (iv) The intellectual property rights in Exposition 1.4.3(d)(i) documents are owned by APF, which must not be infringed by third parties (including, but not limited to, by unauthorised copying and re-publication).

**(e) Insurances**

APF maintains insurance programs for: Public Liability Insurance (automatic cover with membership), Directors and Officers Liability Insurance, Personal Accident Insurance (optional cover) and Parachute Equipment Insurance (optional cover). See [RS 58.14](#) for the range and scope of insurances. Aircraft hull and passenger liability insurance is the responsibility of the aircraft owner/operator.

**1.4.4 Safety Management System (SMS)****(a) APF SMS and the Assumption of Risk**

- (i) The APF SMS identifies hazards and risks associated with parachuting operations and seeks to eliminate or mitigate them to a level which is as low as reasonably practicable. The APF SMS meets the requirements of CASR 149.270, 149.340(e) and MOS 33 for the size and complexity of the organisation.
- (ii) APF classifies Individual Members as either a student, novice, experienced or professional for the purposes of identifying the level of oversight needed and the person's ability to identify and accept risk. The APF SMS and regulatory framework puts extra emphasis on who delivers training to students and novices, (see Exposition Part 3) and who supplies and maintains parachute equipment used for training (see Exposition Part 5), and APF has strict compliance requirements for aircraft operations in support of parachute training operations (see Exposition Part 4).

**(b) Scope of SMS**

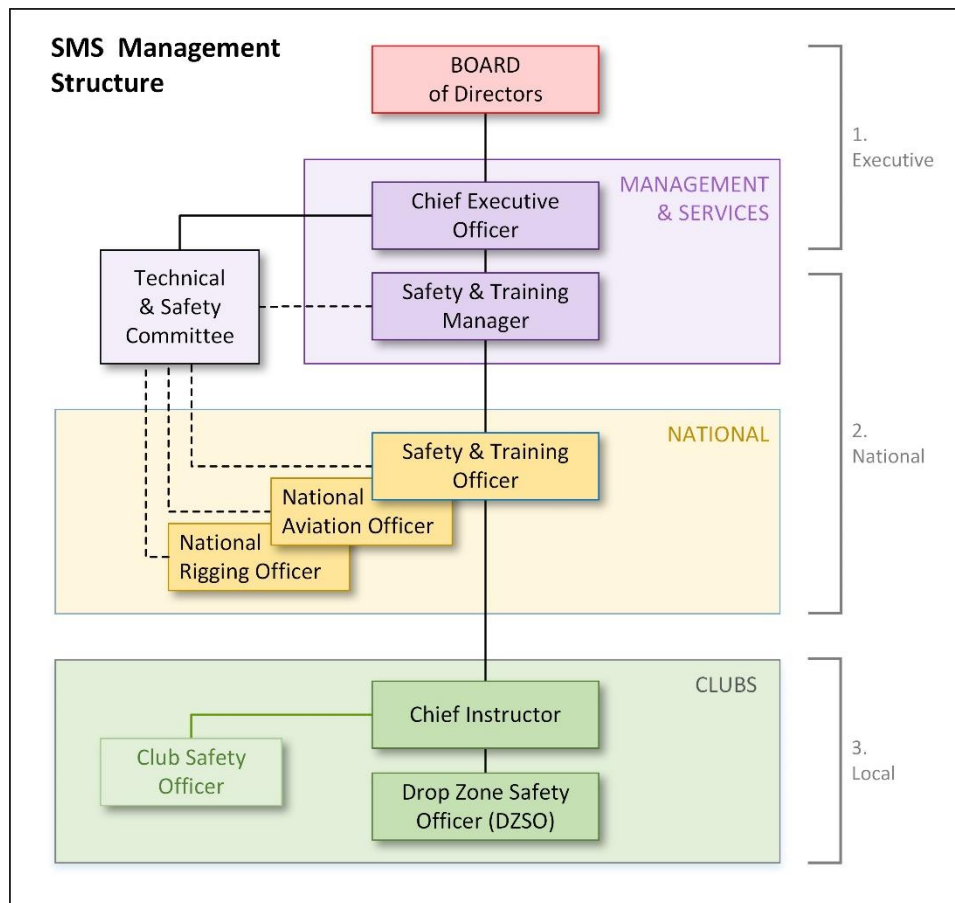
The SMS covers governance, executive functions, national oversight (see [RS 57](#)) and safety at the club level as shown in Exposition 1.4.4(d). The APF SMS takes a systematic approach to assessing and responding to risks and includes safety promotion. See Exposition 1.4.4(h).

**(c) Corporate Risk Management**

The Risk and Audit Committee assists the Board to identify and mitigate risks relating to financial management and reporting, external and internal financial audits and risk transfer (through appropriate insurance). Refer to: [Risk and Audit Committee Charter](#).

**(d) APF Organisational SMS**

The APF Organisational SMS meets CASA requirements under ICAO and is appropriate to the size of the APF and the scope of its activities. See: [APF Organisational SMS](#).



**(e) Warning that parachuting and flying in parachuting aircraft can be dangerous**

APF's Membership Application and most APF documents carry a warning that parachuting is dangerous. When signing up new Members to the APF, Clubs will comply with the requirements of [RS 58.9 Parachuting Contract and Application for Membership](#).

**(f) Incident Reporting System**

As required by MOS 5.34(f) APF maintains an Incident and defect notification and reporting system which is described in [RS 55](#) and forms a part of APF's SMS & Audit and Surveillance system, and ensures that fatalities, aircraft and parachuting accidents, incidents and parachute equipment defects, at all levels of seriousness, are identified, reported and, as necessary, investigated. Incidents are analysed to identify adverse trends which can be reversed through a change to training methods or a change to equipment, or both. Incidents, etc, are investigated by the STM, STOs, a Technical Officer, NRO or NAO, as appropriate.

**(g) Parachute Training Organisation (Club) SMS:**

Each Parachute Training Organisation will maintain an SMS. To assist, the [Club Operational SMS Template](#) will be used as a basis for demonstrating their SMS and will be modified, as necessary, to suit the unique characteristics of the operation.

**(h) Safety promotion**

APF publishes safety-promotion articles in the Australian Skydiver Magazine. Incident and accident reports are compiled, analysed and trends identified, with the findings shared through presentations at Regional and APF National Conference.

### 1.4.5 Auditing and Surveillance System

#### (a) Scope of activities

APF has an audit and surveillance system, as specified by CASR 149.275 and MOS 34, for Parachute Training Organisations, for authorisations issued to Appointed Persons identified in Exposition 1.3.2, and for authorisations issued to Individual APF Members that are processed through the APF Office.

#### (b) Surveillance of Parachute Operations

##### (i) *Auditing of Parachute Training Operations*

(a) Audits of Parachute Training Operations will be conducted annually and at other times where deemed necessary by the STM. Audits may include corporate matters, club member qualifications and currency requirements, and aircraft and parachute equipment used in support of parachute training. See [RS 58.13](#) for audit requirements and [Club Audit Package](#).

(b) Where CASA believes a parachute training organisation is non-compliant, CASA will make arrangements with APF to undertake a joint audit.

##### (ii) *Appointed Persons*

Appointed Persons identified in Exposition 1.3.2(a)(ii) will be subject to a regular evaluation of their authorisation by the STM and NAO and NRO as appropriate. Examiners will have their authorisation assessed at least once in every 2 year period.

##### (iii) *Authorisation holders*

As part of the APF audit and surveillance administration system, APF Members who hold an authorisation being a certificate, licence, rating, endorsement, appointment, delegation, etc, will be subject to random checks by the DZSO, a STO or other duly authorised officer of the APF during audits of a Parachute Training Operation, and at any other time as the duly authorised officer requires.

#### (c) Auditors and Training

Audits will be undertaken by an authorised APF officer, usually an STO who is an experienced senior instructor trained as a Lead Auditor, trained in Workplace Health and Safety requirements, and in alcohol and drug testing. Other authorised officers, including the NAO and NRO, may be involved in audits based on a need for specialist knowledge. See Exposition 1.3.2(iv).

#### (d) Audit Results, Accident, Incident & Equipment Defect Reports and Member Records

Audit results, accident, incident, equipment defect reports, and member records are retained at the APF Office and will be made available to CASA by the STM, when requested by CASA, as required by MOS 34 (e)&(f).

### 1.4.6 Licensing (Authorisations) and Rating System

#### (a) Accreditation and Revalidation System

APF maintains a system for the accreditation of parachutists, instructors and ratings to specifically qualify members to undertake displays, gain packer and rigger qualifications, become an instructor or coach, an examiner, earn a crest or be issued with a Jump Pilot Authorisation, as required by [OR Part 2](#) and [RS 52](#) and MOS 23(2).

##### (i) *Licensed Members*

APF Members will provide the APF Office with details of their activities in the preceding 12-months to establish their ongoing entitlement to hold their licences and other

authorisations. Where applying for a new authorisation, the APF Member will provide all necessary information to show they are entitled to the authorisation as required by the [Operational Regulations](#) and [Regulatory Schedules](#).

**(ii) *Instructors, Packers, Riggers and specific Appointments***

Instructors, Packers, Riggers and those holding Club and national Appointments will be required to revalidate their ratings and/or appointments every two years or at such other interval as specified in the [Operational Regulations](#) and/or [Regulatory Schedules](#) and the [APF Examiner's Manual](#).

**(b) Eligibility for Members and Visitors from outside APF system**

**(i) *Application for APF Membership and/or authorisation***

APF will not reject an application for a licence or rating on grounds other than: (a) the person does not meet the criteria or cannot meet the performance standard required to be issued with the license, rating, etc; or (b) the person has been denied, or had an authorisation suspended, varied or cancelled by another ASAO or the foreign equivalent, or a foreign NAA, or by CASA. This includes an authorisation that is substantially the same as the licence or rating being applied for. The [NOAM](#) has internal procedures staff will follow when eligibility for an authorisation is being assessed.

**(ii) *Visitors from outside the APF system***

Visitors will have their eligibility to obtain a licence, certificate and/or rating assessed as required by [Operational Regulation 4.1.2\(c\)](#). Where a person comes from another ASAO, or the foreign equivalent of the APF, or holds a CASA-issued authorisation, they must disclose, and will be assessed, as required by CASR 149.405, 149.440, 149.500 and MOS 29(2) and on their knowledge, experience and ability and any variations, cancellations or suspensions recorded, in the period starting 3 years before the making of application, through another ASAO or foreign NAA or equivalent to APF.

**(iii) *Reporting certain matters to CASA***

See Exposition 1.4.8 for reporting requirements to CASA in relation to breaches of CASR 149.G where APF is required to notify CASA.

**1.4.7 Enforcement – Misconduct, Discipline and Grievances**

[Constitution Rule 13](#) provides for APF to establish and maintain processes and procedures to deal with misconduct and grievances issues. The APF has documented procedures to deal with enforcement action, which satisfy CASR 149.290 and MOS 36.

**(a) Member Protection Policy**

This policy acts as a code of behaviour for APF Members and others involved in parachuting activities. With the APF's [Code of Ethics](#) as its foundation, this Policy incorporates statutory behavioural requirements, including a strong focus on child protection and grievance procedures. See: [Member Protection Policy](#).

**(b) Misconduct Policy and Procedures**

- (i) The policy and associated procedures for dealing with misconduct, and discipline for breaches of APF Rules and Regulations, required by CASR 149.290 and MOS 36, will be timely, fair, accountable and transparent and, include a “just and fair safety culture” to discourage blaming individuals for an honest mistake. Sanctions will be applied where there is evidence of a conscious violation, or intentional, reckless or negligent behaviour. See: [Misconduct Policy and Procedures Manual](#).

- (ii) An APF Member must exhaust all internal review options available through APF before seeking a review by CASA under CASR 149.610. An APF Member making an application for review must advise APF. APF will, within 28 days of being given notice by CASA, under CASR 149.620, provide copies of the documents required by Exposition 1.4.7(b)(iii).
- (iii) APF will provide CASA with: (a) A statement setting out the findings on material questions of fact, referring to the evidence or other material on which those findings were based and give the reasons for the internal review decision of APF; and (b) Copies of every document that is in the APF's possession or under the APF's control and is relevant to the review by CASA of the internal review decision.

**(c) Direction by CASA to take enforcement action**

- (i) Under CASR 149.490, CASA may, in the interests of aviation safety, direct APF to initiate enforcement action, within 20 days, against an APF Member, in which case APF will deal with the matter under the provisions of the [Misconduct Policy and Procedures Manual](#).
- (ii) Under CASR 149.495, CASA may initiate enforcement action itself against an APF Member, in which case it will advise APF of the action initiated and the Member will be given an opportunity to show cause as to why their authorisation should not be varied, suspended or cancelled.
- (iii) Under CASR 149.500, if a Member's authorisation is cancelled by CASA, the APF will not issue another authorisation that is the same in substance as the cancelled authorisation until 3 years after the day the CASA cancellation takes effect.

#### **1.4.8 Reporting of certain matters to CASA**

**(a) Reporting requirements under CASR 149.G**

- (i) APF will notify CASA, and other ASAOs administering the same activity, when disciplinary action is taken that has the effect of suspending, varying or cancelling an authorisation issued by APF. Written notice and all relevant information will be given to the ASAO and the Team Leader CASA Sport Aviation Office, by the STM, in writing within 7 days of the suspension, variation or cancellation taking effect.
- (ii) The STM will notify the Team Leader CASA Sport Aviation Office in writing within 28 days if, despite remedial or disciplinary action being taken, the APF Member continues to exercise the privileges of the suspended, varied or cancelled authorisation, and CASA will be entitled under CASR 149.495(2) to initiate action against the APF Member directly.

**(b) Reporting interference with decisions of key personnel**

If the CEO/Accountable Manager or the Safety Manager or STM becomes aware a person has overridden an aviation safety-related decision of a member of the key personnel, the STM will report all relevant details to the Team Leader CASA Sport Aviation Office, in writing within 7 days of becoming aware of the matter. See MOS 36.

**(c) Reporting under CASR 149.085(d) & (f) as a Condition of an ASAO Certificate.**

- (i) In an unforeseen circumstance of no more than 7 days, if a person occupies the Safety Manager position and another key personnel position simultaneously, the Accountable Manager (or substitute Accountable Manager) will, before the 7 days has elapsed, advise the Team Leader CASA Sport Aviation Office of the situation in writing.
- (ii) If any Key Person permanently vacates their position, the Accountable Manager will, in writing before 7 days has elapsed, advise the Team Manager CASA Sport Aviation



Office of the Key Person vacancy. APF will appoint a replacement to the Key Person position within 90 days of the position becoming vacant.

**(d) Notifying CASA under CASR 149.200 if Key Person cannot carry out responsibilities**

If a Key Person cannot, or is likely to be unable to carry out, the Key Person's responsibilities for longer than 35 days, the CEO/Accountable Manager will tell CASA of the fact, within:

- (i) if there is not another person appointed to carry out the responsibilities for all or part of the position – 5 days after the APF becomes aware of the fact; or
- (ii) if there is another person authorised to carry out the responsibilities for all or part of the period – 10 after the APF becomes aware of the fact.

**(e) Notifying CASA under CASR 149.085(d)(ii) when replacement is appointed**

When the CEO/Accountable Manager appoints a person as a replacement for a Key Person position under Exposition 1.3.2 the Accountable Manager will notify the Team Leader CASA Sport Aviation Office, in writing with 7 days, of appointing the person to the Key Person position.

## 1.5 APF INTERNAL CHANGE MANAGEMENT PROCESS

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### 1.5.1 Changes to APF Rules, Regulations and Controlled Documents

Changes to APF Rules and Regulations and to the documents in [Appendix A](#) to this Exposition are controlled through the APF's Internal Change Management process, as follows:

**(a) Document Change and Approval**

- (i) Changes to the **Constitution** requires the approval of 75% of voting members at a General Meeting.
- (ii) The APF Board will approve changes to **Board Committee Charters, MPPM, MPP**, and the Election and Voting Regulations.
- (iii) The STC (which includes the Safety Manager) is authorised to give internal approval to changes to **ORs, RSs, SMS, JPM, TOM, Display Manual, ESs, TDs SBs** and **EM**.
- (iv) The CEO/Accountable Manager will approve changes to the **NOAM, Operational Committee Charters**, Job Descriptions and all other documents not subject to the express approval of the Board or STC.
- (v) Subject to Exposition 1.5.1(e)(i) the STM, NAO and NRO may approve a waiver granted under **OR 1.2**.

**(b) Initiation of Changes to Rules, Regulations and Other Documents**

- (i) Proposals for changes will come from annual and/or regional conferences and symposiums, an Operational or Board Committee, a Special Resolution of an APF General Meeting of Members, the analysis of incident and accident reports, the findings and/or recommendations from a Coroner's Court and/or a request from CASA.
- (ii) Incident and accident report analysis is presented to Members at annual and/or regional conferences to identify trends, provoke discussion, and seek ways to improve safety through a change to training methods and/or equipment selection and use.

**(c) Significant Changes to Rules and Regulations**

- (i) Changes to the **APF Constitution** and/or **Operational Regulations** and/or **Regulatory Schedules** and any other document, or part of a document, listed in Appendix A which has

a significant impact on APF Members and aviation safety will involve a Discussion Paper and/or Rule Making process appropriate to the nature and impact of the proposed change. See: [APF website](#) for Discussion/Rule Making process.

- (ii) APF Members are alerted to, and invited to comment on proposed changes, through the weekly or fortnightly eNews Broadcast.
- (iii) CASA will be invited to review and comment on what is proposed in the Discussion Paper and/or Rule Making process so that the impact to air navigation may be considered at the earliest opportunity.
- (iv) The APF will consider comments received and, once drafting is finalised, have the document submitted for formal internal APF-approval as required by Exposition 1.5.1(a).

**(d) Minor Changes and Corrections to Regulations, and Other Documents**

- (i) Minor changes and corrections to documents that do not materially affect the intent of a part or section of document will be authorised, as appropriate, by the Officer or Committee which has responsibility under Exposition 1.5.1 (a).
- (ii) Other documents, being documents not called up in this Exposition and not included in Appendix A will be changed without reference to CASA. These include policies and procedures to do with parachuting competition, staff and volunteer entitlements, etc, etc.

**(e) Exemptions (waiver) of Regulations and Issue of a Direction (Technical Directive)**

- (i) Operational Regulation 1.2 permits certain appointed persons to waive regulations affecting their respective areas of operations with prior notification to the TSC. If the waiver is to the part or section of a document in Appendix A requiring CASA approval before the change is made, then CASA will be advised of the waiver as specified in Exposition 1.5.1(e)(iii).
- (ii) A TD is a mechanism to quickly create a binding directive in the interests of safety. TDs may be time limited or be intended as an interim regulation until included in the next revision of a key document listed in Appendix A of this Exposition.
- (iii) The Team Leader CASA Sport Aviation Office will be notified in writing 3 working days before the waiver is granted and/or the TD is issued.

**(f) Notifying APF Members of Changes**

When this Exposition changes or a document listed in [Appendix A](#) changes, APF Members will be advised by eNews Broadcast with a hyperlink to the latest version of the Exposition and/or document or both. See also Exposition Distribution List.

**1.5.2 Notifying CASA of Changes**

- (a) CASA will be notified of proposed or actual changes to Rules or Regulations referenced in the APF Exposition in accordance with the Exposition Change Management procedures following in Exposition 1.6. The Team Leader of the CASA Sport Aviation Office will be provided an updated Exposition as per Distribution List at page 4 of this Exposition.
- (b) Changes to documents requiring express CASA approval, under Exposition 1.6.1 before the change is implementation, are identified as such in [Appendix A](#).

**1.6 EXPOSITION CHANGE MANAGEMENT**

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**1.6.1 Exposition Change Notice (ECN)**

- (a) Where a change to:

- (i) text/contents of the Exposition itself; and/or
- (ii) a part/section/clause of a document listed in [Appendix A](#) as requiring CASA approval before is implemented; then

CASA will be sent a **request for approval to change the Exposition** using an ECN. The ECN will specify the change and justify why it is necessary, and the proposed/intended implementation date.

- (b) Where APF initiates the change request pursuant to CASR 149.115, and/or where CASA initiates the change request to APF in accordance with CASR 149.120(1), then 21 days will be allowed for the other party to approve or disallow the change to the Exposition.

## 1.6.2 Document Advisory Notice (DAN)

- (a) Where a change to:
  - (i) a part/section/clause of a document in [Appendix A](#) that is not subject to the prior approval by CASA under Exposition 1.6.1(a); and/or
  - (ii) a new regulatory document, or replacement, or consolidation of documents is created for inclusion in [Appendix A](#); then

CASA will be **notified of the intended change**, using a DAN and provided the new document, or the replacement or consolidation of documents, as the case may be. The DAN will be provided to CASA and those on the Distribution List and specify when the change (or new document as the case may be) is intended to come into force.

- (b) In accordance with CASR 149.340(h)&(i), CASA will be given 21 days in which it may determine to disallow the change. If the change is not expressly disallowed by CASA, the new regulatory document or, replacement and/or consolidation of documents will come into force on the planned implementation date and [Appendix A](#) of the Exposition amended accordingly.

## 1.6.3 Exposition Version Control Numbering

When an ECN receives CASA approval, the version (“V”) number will take on the ECN number. When a DAN is raised and takes effect, the version number will be updated to reflect the DAN.

*Note: For example, an Exposition version with five ECNs incorporated and, which has three DANs incorporated, would be V5.3. When an entirely new Version is subsequently approved by CASA it would become V6.0.*

## 1.7 RECORD KEEPING AND RETENTION

### 1.7.1 APF Document Management

#### (a) Corporate Documents

Record keeping and retention rules applicable to APF vary under different legislation (corporation law, taxation law, etc). As a not-for-profit CLG, APF will observe and comply with these laws as they apply to it.

#### (b) Individual Member and Club Records

**OR Part 12 - Records** requires that all original records must be retained in a legible and retrievable form for seven years by Individual Members, Clubs and Display Organisers and be provided to an authorised officer of APF, on request.

#### (c) Membership Register and Training Records

APF will maintain membership and training records in an online database. Records relating to assessments, disciplinary action, incidents and accidents will be recorded against the person's name and membership number in the Membership Register. Officers of the APF and CIs have access to Members' qualifications and experience as appropriate. See [Operational Regulations Part 12](#) and each [Regulatory Schedule](#) for details of specific record keeping requirements.

**(d) Key and Appointed Personnel Appointment Register**

APF maintains a register of Key and Appointed Personnel such that the person currently appointed to the position, or the person temporarily appointed, is visible to CASA and APF Members through APF Website. The Membership database contains historical information of appointments, delegations, authorisations and when an authorisation was issued, expires or was surrendered. See Exposition 1.3.2(a)(iii) & (iv).

**1.7.2 Providing copies of documents to CASA**

**(a) Where a CASR 149.550 event occurs**

If any of the events specified in CASR 149.550 (**Event**) occurs in relation to APF, APF's ASAO Accountable Manager will send to CASA's nominated representative, a copy of all documents used by APF in the performance of its approved functions as an ASAO within 30 days of the date of the Event. Copies of the documents (which are listed in (b) below) may be provided by one or more of the following methods:

- (i) sending website links to the applicable location where copies of the document/s is/are publicly accessible; and/or
- (ii) sending electronic copies of the documents by email.

**(b) Copies of documents required to be provided to CASA**

Copies of the following documents will be provided by APF to CASA under CASR 149.550:

- (i) all documents listed in Appendix A to this Exposition (excluding the APF Constitution);
- (ii) all other documents APF uses for training of Members, examination for, and issue of APF and FAI certificates, licenses, crests, endorsements and, appointments & delegations;
- (iii) the membership register with all authorisations held by each APF Member that relate to a CASR 149 and CASR 105 function performed by APF;
- (iv) any additional document(s) created after the date of this Exposition, which APF uses in the performance of its approved functions as an ASAO; and
- (v) includes historical data and information that is considered necessary for CASA, or another ASAO, to take over and perform the functions of the APF.

## PART 2: PARACHUTE DESCENTS AND PARACHUTING OPERATIONS – PROCEDURES FOR SAFE CONDUCT

*This Part contains general information on Parachuting from Aircraft and Parachuting Descents that apply to all APF Members. Part 3 contains information specific to parachute training activities.*

### 2.1 CASR PART 105 – PARACHUTING FROM AIRCRAFT

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- (i) APF manages and administers sport and recreational parachuting operations from civil-registered aircraft operating in Australian Territories in accordance with the requirements of CAR 152, pending promulgation of *CASR Part 105 – Parachuting from aircraft*.
- (ii) The scope of APF activities does not include BASE jumping from fixed objects, aircrew emergency parachute descents and non-personnel parachutes used for stores delivery, and vehicle stabilisation and recovery.

### 2.2 PARACHUTING DESCENTS – GENERAL REQUIREMENTS

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#### 2.2.1 Authorisation to Undertake Parachuting Descents

- (i) Members of the APF will make a parachute descent in accordance with the terms and conditions of [RS 51: CASA Instrument 66/16 under CAR 152](#) until this Exposition comes into force.
- (ii) Members will be licenced and rated for the type of parachute decent being undertaken in accordance with the accreditation and revalidation system in Exposition 1.4.6(a) and [Operational Regulations](#) and [Regulatory Schedules](#).
- (iii) Applications to undertake parachuting activities on basis of existing authorisations will be processes in accordance with Exposition 1.2.2(g) and 1.4.6(b) and [OR 4.1.2\(c\)](#).

#### 2.2.2 Meteorological Conditions

- (i) All parachute descents will be made in the meteorological conditions specified in [OR 6.4](#), which permit the target to be clearly visible throughout the descent and does not require the parachutist to enter cloud.
- (ii) Descents through cloud are permitted where a CJPM is held in accordance with [RS 51: CASA Instrument 06/16 under CAR 209, 8\(2\) and RS 60](#).

#### 2.2.3 Parachute Descent Not to Create Hazards

In accordance with [OR 6.3.2](#), APF will require each Member to take all reasonable precautions to ensure that a parachute descent does not create a hazard to the aircraft, parachutists and persons and property on the ground. See Exposition 4.2.5 for pilot-specific obligations.

#### 2.2.4 Parachuting Display Descents

[OR Part 10](#) Parachute Displays, [RS 52](#) and [APF Display Manual](#) requirements will apply to all parachute descents undertaken where there is a public gathering and it is necessary to ensure the parachute descent does not create a hazard to persons and property on the ground. Pyrotechnics carried during displays will comply with CASR 92.180 and at night to [OR 9.5.5](#).

### 2.2.5 Alcohol, Drugs or Fatigue

**OR 6.2.3** prescribes APF policy in relation to alcohol, drugs or fatigue, to satisfy the requirements of CASR 149.185 and MOS 37(2)(i) and (j).

### 2.2.6 Personal Floatation Devices (PFDs)

A PFD that complies with **ES APF071206** must be worn where specified in **OR 7.1.4**.

### 2.2.7 Parachute Equipment Requirements

**OR Part 7** prescribes APF requirements for parachute equipment including minimum equipment requirements for specific types of descents and the experience level of the Member.

### 2.2.8 APF issued Certificates and Authorisations

Issue of Certificates, Crests, Instructor, Packer and Rigger Ratings, CI and Examiner Appointments and approval of Training Operations, are administered online and through the APF Office. See **Operational Regulations, RS 52 & RS 53** and **Instructor Examiner Manual**.

### 2.2.9 High Altitude Descents

Descents from above FL 150 and below FL 180 are subject to the conditions of **OR 9.8.1**. Descents above FL 180 and below FL 250 are subject to the conditions specified in **OR 9.8.2**.

# PART 3: PARACHUTING TRAINING OPERATIONS

*This Part contains information on training, the type of organisations that can deliver training, and how training activities are managed and by whom.*

## 3.1 TRAINING OPERATIONS APPROVAL AND OVERSIGHT

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### 3.1.1 General

[Operational Regulation 11.1.3](#) specifies the activities which are deemed to be training activities.

### 3.1.2 Supervision of Training Activities

Parachute training will be conducted by an APF-approved Training Organisation, and under the supervision of a CI, and in accordance with the requirements of [OR Part 11](#) and each Training Organisations' APF-approved [TOM](#).

### 3.1.3 Approval of Training Organisations

Application for appointment by an APF Club to be a Parachute Training Operation will be administered in accordance with [RS 58](#).

### 3.1.4 Chief Instructor, Senior Pilot and Jump Pilots

Application for appointment as CI of a Parachute Training Operation will be administered in accordance with [RS 54](#) and [RS 58](#).

Application for appointment as the Senior Pilot of a Training Operation will be made to the NAO by the Chief Instructor. See Exposition Part 4.2.3 and [OR 5.1.6](#) and [OR 5.1.7](#).

Training of a pilot to obtain a JPA will be in accordance with Exposition Part 4.

### 3.1.5 Training Operations Manual Approval

APF produces a generic [TOM](#) which the Chief Instructor and Training Operation may adopt. Alternatively, the organisation may propose, and have the STM approve, a version of the [TOM](#) prepared by the organisation. See: [RS 54.33](#).

### 3.1.6 Auditing and Incident Reporting

Ongoing oversight of Parachute Training Operations includes periodic and random audits and incident reporting, dealt with under Exposition Parts 1.4.4(f) and 1.4.5 and compliance with MOS 34. See also [RS 58](#) for audit requirements and [OR 12.6.2](#) and [RS 55](#) on incident notification procedures.

## 3.2 SCOPE OF TRAINING ACTIVITIES

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### 3.2.1 Student and novice training

Training encompasses ground theory and practical classes, pre-jump written assessment, direct supervision of parachute descents and post-jump review as specified in [OR Part 11](#) and the organisation's [TOM](#), as applicable, for the type of training being undertaken.

### 3.2.2 Instructor training

Training to become an instructor will be conducted by an Instructor Examiner in accordance with the requirements of [OR Part 14](#) and the [Instructor Examiner Manual](#).

### 3.2.3 Skill-specific training

Training for a Certificate C through D, Display Rating, the various Crests available, training for Water, Night, and for High Altitude Descents, Ground Control Assistant (GCA), and Target Assistant (TA), will be conducted by personnel who hold the authorisations that permit them to undertake such training. See: [Operational Regulations](#).

## 3.3 APPOINTMENTS MADE BY PARACHUTE TRAINING ORGANISATION

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Appointment of a DZSO will be made by the CI of the Parachute Training Organisation, and the DZSO will appoint a Ground Control Assistant and Target Assistant/s.

Coach training and assessment will be conducted in accordance with [RS 53.8](#) and the [APF Coach Assessment and Appointment booklet](#) and details of appointments will be forwarded to the APF Office for registration.



# PART 4: OPERATING AN AIRCRAFT TO FACILITATE A PARACHUTE DESCENT

*This part describes the requirements for pilots who will engage in parachuting operations, their responsibilities, the special requirements that apply to configuring and operating the aircraft and how pilots will ensure the airspace through which they drop parachutists is clear of conflicting traffic.*

## 4.1 RULES AND REGULATIONS

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Aircraft operations in support of parachuting will be conducted in accordance with [RS 51: CASA Instruments 66/16, 06/16, 184/00](#) and [EX116/16, OR Part 5, RS 56](#) and the [JPM](#).

## 4.2 PILOT – JUMP AIRCRAFT

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### 4.2.1 Jump Pilot Minimum Qualifications and Experience

The pilot of an aircraft engaged in parachute operations will have the minimum qualifications and experience on the particular aircraft type or an aircraft type of similar performance, weight and operational complexity as specified in [OR 5.1.1](#). The exceptions being:

- (i) when the pilot is In Command Under Supervision (ICUS) by a JPE or JPA and or and under training for the issue of a JPA; or
- (ii) when a balloon is used, [OR 5.1.3](#) requirements apply; or
- (iii) when a recreational, sport aviation aircraft or warbird is used, [OR 5.1.4](#) requirements apply.

### 4.2.2 JPA required for Parachute Training Operations

When the pilot will be flying in support of parachute training operations, the pilot will meet the additional requirements of [RS 51: CASA Instrument 06/16 under CAR 209 – Private Operations](#), the requirements of [OR 5.1.2](#) and [OR 5.1.5](#) and, hold a Jump Pilot Authorisation (JPA) and, comply with the requirements of [RS 56. 4.1](#) through to [5.2](#), and the APF [JPM](#).

### 4.2.3 Senior Pilot

The CI of a parachute training operation will nominate a pilot, who holds a JPA, to be the Senior Pilot for the training organisation. A pilot will not act as a Senior Pilot until approved by the NAO and the appointment is confirmed by the APF as specified in [OR 5.1.6](#) & [5.1.7](#) and Exposition 3.1.4(b).

### 4.2.4 Jump Pilot Examiner

Application for a Jump Pilot Examiner will be made to the NAO, through the APF Office, and the applicant must meet the requirements of [RS 56.7.1](#) and [RS 56.7.2](#). See also: [OR 5.1.8](#) & [5.1.9](#).

### 4.2.5 Pilot must take all reasonable care

The jump pilot will take all reasonable measures to ensure that: 1) there is no risk to the aircraft being fouled by parachutists; 2) the operation does not impose any adverse stress on the aircraft structure; and 3) no loose objects, that if dropped could create a hazard to persons or property, are carried by parachutists exiting the aircraft. See: [OR 6.3.2](#) and [RS 51: CASA Instrument 06/16 under CAR 209. 8](#) and AIP ENR 5.5.

## 4.3 OPERATION OF AIRCRAFT FOR PARACHUTING

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### 4.3.1 Aircraft approval for parachuting

Aircraft engaged in parachuting operations will be configured and suitability equipped for the dropping of parachutists. This will include the aircraft being permitted by the manufacturer to operate with the door off or open in flight. See: [OR 5.2.3](#) and [Jump Pilot Manual](#).

### 4.3.2 Restrictions on Occupants

When an aircraft is in support of parachute training operations, occupants during flight are restricted to: 1) parachutists who are members of the APF; 2) flight crew; and 3) an officer or delegate of CASA who is on board to carry out his or her duties.

### 4.3.3 Aircraft Modifications

Modifications to the aircraft, including removal of second control column, fitment of external handles, steps, special seating, wind deflectors, etc, will be authorised by a CAR 35 or CASR 21(M) Engineer, as appropriate. These matters will be the responsibility of the aircraft owner/operator and any limitations imposed that are included as a supplement to the Flight Manual or its equivalent. See: [OR 7.2.3](#) and [Jump Pilot Manual](#).

### 4.3.4 Aircraft Weight and Balance

A parachuting aircraft is permitted to carry more occupants than the maximum number that is specified in the certification data for the aircraft type, if the aircraft is loaded in accordance with the requirements and any limitations included as a supplement to the Flight Manual, or its equivalent. See [Jump Pilot Manual](#).

### 4.3.5 Parachute Aircraft Maintenance

- (i) In addition to the CASA requirement to have a current Maintenance Release, aircraft used in support of parachute training operations will be maintained in accordance with an approved system of maintenance or undergo an MRI at the earlier of 100 flight hours and 12 months. See: [RS 51: CASA Instrument 06/16 under CAR 209](#).
- (ii) Engines of aircraft used in parachute training operations will be maintained in accordance with the requirements of [RS 51: CASA Requirement 2 of AD/ENG/4 for piston engines and Requirement 1 of AD/ENG/5 for turbine engines](#).

### 4.3.6 Exception to Maintenance Requirements

Aircraft not used in support of parachuting training operations, and restricted to descents by experienced parachutists only, are exempt from the requirements of Exposition 4.3.5(ii).

### 4.3.7 Parachutist Restraint – Approval and Use

Civil Aviation Order 20.16.3 Section 15, requires parachutists to use restraints in certain circumstances, including a seat belt, safety harness or connection to an approved Single Point Restraint (SPR). [OR 5.2.4](#) requires the aircraft to be fitted with sufficient restraints approved by APF and CASA. [OR 7.2.2](#) and [OR 11.2.8](#) mandates their use.

Parachutist Restraints will comply with the latest issue of APF [Equipment Standard APF060607](#). The number of restraints, their distribution and fitment will take account of the weight and balance and CofG limitations included as a supplement to the Flight Manual or its equivalent, and Exposition 4.3.4.

### 4.3.8 Requirements Relating to Oxygen Equipment

The pilot of an aircraft engaged in parachuting operations over 10,000 feet will be provided with, and continuously use, supplemental oxygen as required by **RS: 51 CASA Instrument 06/16 under CAR 209** and **184/00 under CAR 207 (3)** and AIP ENR 5.5.

### 4.3.9 Carriage of Pyrotechnics

When an aircraft is used for a parachute display descent and includes the carriage of pyrotechnics classed as dangerous goods, the goods will only be carried in the aircraft where the provisions of the **APF Display Manual** are met.

### 4.3.10 Reporting an Aircraft Incident or Accident

- (i) In accordance with **RS 55**, where an incident involves the operation of a jump aircraft, the pilot will notify the APF STM and/or NAO immediately. In accordance with **RS 55**, written notification will be made within 7 days of the occurrence.
- (ii) Under the *Australian Transport Safety Investigation Act 2003*, the Jump Pilot and/or Senior Pilot and/or owner must report the incident to ATSB. See also Exposition 1.2.2(c).

### 4.3.11 CAR 152 Does Not Permit Dropping of Articles

CAR 152 authorises persons to make a parachute descent in accordance with specifications approved by CASA. When drop-testing of parachutes (or articles) is undertaken, the requirements of CAR 150 and CAO 29.5 will apply unless the requirements of Exposition 4.3.12 are satisfied.

### 4.3.12 Drop-Testing of Parachutes

Drop-testing and dropping of articles will be conducted at an APF-designated DZ where the size of the DZ provides adequate space so that the drop point and ground impact point for the parachute (or article) will be within the confines of the DZ.

All requirements in respect to pilot qualifications, drop broadcasts, and effective DZSO/GCA communications are to be in place, to ensure the parachute (or article) will not constitute a danger to other airspace users or persons and property on the ground.

### 4.3.13 NOTAM Requirement

When parachuting activities at a licensed or registered aerodrome will exceed 100 parachute descents during any one day, the Chief Instructor or Senior Pilot will apply to Air Services Australia, through CASA Sport Aviation Office, to have a NOTAM issued to advise other airspace users of intense parachuting activity at the aerodrome. See also Exposition 1.2.2(b)(iii).

## 4.4 AIRSPACE AND RADIO REQUIREMENTS

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### 4.4.1 Radio Procedures

ATC clearance and general broadcast requirements of intention to drop parachutists are specified in **RS 51: CASA Instrument 06/16 under CAR 209, 10**, in **OR 5.3** and in AIP ENR 5.5.

### 4.4.2 Use of radio communication systems by Ground Control Assistant (GCA)

A GCA is permitted to use a radio communication system in accordance with the conditions of **RS 51: CASA Exemption EX116/16** and the requirements of **OR 6.1.8**. Club parachuting operations have been assigned the VHF 119.2 MHz frequency band with a transmitter output power which does not exceed 5 watts. GCA appointment will be in accordance with Exposition 3.3.

## PART 5: PARACHUTE AIRWORTHINESS

*This part describes the requirements that apply to type identification, certification, packing, repair and modification of personnel parachutes used by APF Members. This includes manufacturer and CASA-imposed requirements related to Advisory Circular 39, CASR 149, 149 MOS 2018, and proposed CASR Part 105 – Sport and recreational parachuting from aircraft – certification and operation.*

### 5.1 EQUIPMENT – GENERAL

#### 5.1.1 Regulations and Delegations

- (i) **OR Part 7** specifies general and operational safety requirements and who has the power to ground parachutes and issue service bulletins. **OR Part 12** specifies the different types of records, and who can certify as airworthy particular equipment types.
- (ii) **RS 57** shows the NRO position on the organisational chart and his/her relationship with the STM as Safety Manager. **RS 55** specifies notification and reporting requirements, including any activation of a reserve parachute or an AAD, parachute equipment malfunctions, rigging or equipment defect or failure, and/or evidence of mis-rigging/mis-packing.
- (iii) The NRO has authority under **OR 15.5** to suspend a Packer and Rigger rating.

#### 5.1.2 Types of Parachutes and Certification Requirements

##### (a) An Emergency Parachute

An Emergency Parachute is a certified parachute assembly intended for emergency use (by aircrew including pilots and loadmasters). An emergency parachute will comprise: a harness and container, canopy, deployment device/s which may include a pilot-chute, deployment bag or diaper and ripcord or static-line. An emergency parachute and each identified part will comply with **OR 7.1.7** and the certification requirements of **ES APF081014**.

##### (b) A Reserve Parachute

A Reserve Parachute is a certified parachute assembly used as a secondary parachute to a Main Parachute for a premeditated parachute descent. A reserve parachute will comprise: a harness and container, canopy, deployment device/s which may include a deployment bag/diaper, pilot-chute, ripcord and reserve static-line. A reserve parachute and each identified part will comply with **OR 7.1.1**, **OR 7.1.7** and the certification requirements of **ES APF081014**.

##### (c) A Main Parachute

A main parachute is the primary parachute used in conjunction with a reserve parachute assembly for a premeditated parachute descent. The main parachute will comprise: a canopy, deployment bag, risers, pilot chute or drogue chute. In a tandem parachute assembly, the main parachute is shared between the Tandem Instructor and Tandem student.

Main parachutes are not required to be certified but, when used in a Parachute Training Operation, may be required by APF to meet certain performance standards and be subject to certain ongoing airworthiness requirements. Any such requirement will be promulgated as an **ES** and listed on the [APF website](#).

#### 5.1.3 Parachute accessories

Accessories may include, but are not limited to: protective clothing, personal floatation device (PFD), visual altimeter, audible altimeter, audio/visual recording device, a flag and an automatic activation device (AAD). Where an accessory is required to comply with an **ES**, the **ORs** will make reference to the applicable standard.

#### 5.1.4 Parachutes used by Visiting Foreign Parachutists

Visitors from overseas who bring parachute equipment into Australia are subject to the requirements of [Equipment Standards APF081014](#), [APF021201](#) and [APF010901](#).

#### 5.1.5 Parachutes used for other purposes

APF only regulates airworthiness requirements for parachutes used by APF Members. Other ASAOs and RAAOs may adopt APF policy and procedures and recognise APF Packer and Rigger qualifications for their own purposes. Exposition 2.1(ii) identifies the types of parachutes not covered by this Exposition.

*Note: APF may enter associate affiliate arrangements with other ASAOs and RAAOs in respect to parachute airworthiness.*

### 5.2 PARACHUTE EQUIPMENT – STANDARDS AND MANUFACTURE

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#### 5.2.1 APF Equipment Standards (ES)

The [APF website's](#) Dictionary of Definitions defines what constitutes an Equipment Standard. APF will create or adopt a PIA or other applicable standard to specify minimum performance criteria, and/or to specify particular product features essential to ensuring compatibility with existing in-service parachute equipment. [OR 2.1.1\(a\)](#) makes an [ES](#) binding on all APF Members. The TSC will approve each [ES](#) and set a compliance date.

#### 5.2.4 Manufacture of Emergency/Reserve parachute requires CASA Approval

Manufacture in Australia of an emergency or reserve parachute requires the manufacturer to be a CAR 30 or CASR 145 Approved Organisation and the organisation to have an ATSO Authorisation or Production Certificate for the parachute article or parachute appliance. Refer to: CASR Part 21 Subpart O.

### 5.3 ONGOING PARACHUTE AIRWORTHINESS

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#### 5.3.1 Periodic Inspection and Repacking

##### (a) Parachutes used for training operations

- (i) Main parachutes used in parachute training operations will be packed by a Packer B or higher maintainer rating holder. The reserve parachute assembly, and in the case of a tandem parachute, the passenger harness too, will be inspected by a Packer A or Rigger and may be certified as airworthy for a period of up to six months. Refer to [OR 12.5.2\(b\)](#).
- (ii) A record of the work performed will be noted on the Packing Card and Equipment Log as required by [OR 12.5.2\(a\)](#) and [\(b\)](#) for Training Organisations. These same requirements apply to the emergency parachute used by the jump pilot of the aircraft for and during parachute training operations.

##### (b) Non-training privately-owned parachutes

- (i) Main parachutes which are not used in parachute training operations may be packed by the parachute owner or by another person. No record is required to be maintained relating to inspection and packing of privately-owned main parachutes.
- (ii) The reserve parachute assembly will be inspected and repacked by a Packer A or Rigger and may be certified as airworthy for a period of up to 12 months. A record of the work performed will be noted on the Packing Card as required by [OR 12.5.1](#) and [12.5.2 \(c\)](#).

### 5.3.2 Approved and/or Acceptable Data for Repairs

#### (a) Parachute Rigger Handbook FAA-H-8083-17A

In the absence of specific manufacturer-approved repair and maintenance instructions, FAA Parachute Rigger Handbook FAA-H-8083-17A provides acceptable data for undertaking parachute maintenance. This Handbook can be downloaded free-of-charge from the [FAA Website](#).

#### (b) The Parachute Manual Volume 1 and 2

APF has also adopted The Parachute Manual Volumes 1 and 2 as a reference source for parachute repair, design, rigging, rigging tools, materials, fabrics, tapes, webbing, hardware and how to set up and manage a loft for undertaking repairs and maintenance. Refer to: ISBN-10: 0915516063 and ISBN-13: 978-0915516063).

### 5.3.4 Parachute In-Service Life

#### (a) Parachutes used for Training Operations

Some certificated parachutes have an 'in-service life' specified by the equipment manufacturer in the Owner's Manual, or equivalent, or specified in a Manufacturer **SB**. In all cases the manufacturer's service life limit will be strictly observed by APF Parachute Training Operations for equipment used by student and novice parachutists. This also applies to Automatic Activation Devices fitted to parachute training equipment. See: [OR 12.5.2\(b\)](#).

#### (b) Non-training privately-owned parachutes

Certificated parachutes which have an in-service life specified by the manufacturer but are privately owned and not used for training purposes may remain in service 'on-condition' only where the Packer A, who undertakes the periodic inspection and repack, specifically permits the parachute to remain in-service up to a maximum of 12 months. In the case of Automatic Activation Devices, the manufacturer's service life limit will be strictly observed.

#### (c) Basis for operating 'on-condition'

In determining whether or not to extend the in-service life, the Packer A will use whatever tests are deemed necessary to justify the life extension for a further 12 months maximum.

### 5.3.5 Airworthiness Directives and Bulletins

#### (a) Advisory Circular AC 39-01 Airworthiness Directives (AD)

- (i) Where the parachute equipment is known to be in service in Australia, CASA will promulgate an AD under: AC 39-01 Section 3.5.3 Airworthiness Directives / Equipment / Parachute Equipment / number. Refer to: [CASA Webpage/AD/PARA/\( \)](#).
- (ii) All APF Members will comply with an AD that applies to parachute equipment they own or use. The ADs will specify the action to be taken and may specify that it be accordance with a manufacturer service bulletin, or its equivalent, in which case compliance with the service bulletin is mandatory. See [OR 2.1.1\(a\)](#).

#### (b) Manufacturer Service Bulletins (SB)

- (i) **Service Bulletins** will be issued by equipment manufacturers, and on occasions the PIA, the ISC Technical and Safety Committee and APF. By mutual agreement, SBs take the format of PIA Technical Standard TS-110. See: [PIA website](#).
- (ii) When mandatory, the SB will be binding on all equipment used by APF parachute training organisations. SBs are recommended, but not mandated, for privately-owned personal-

use parachutes unless a CASA AD mandates the SB in which case the AD and **SB** is mandatory.

**(c) Alternative Means of Compliance (AMOC)**

- (i) APF may seek an alternative means of complying with an AD promulgated by CASA. In such instances, APF will submit an application to CASA using Form 953 seeking approval for the AMOC. Until and unless CASA approves an AMOC to the AD, the AD remains in force.
- (ii) When APF considers a manufacturer's mandatory SB is unnecessarily onerous or not justified, the NRO through the TSC may promulgate an APF-issued SB as an AMOC to the manufacturer's own SB.

**(d) Orphaned Parachute Equipment**

When the equipment manufacturer is no longer in business, and nobody is responsible for dealing with ongoing airworthiness, the APF (and/or ISC Technical and Safety Committee and/or PIA) may issue a SB to deal with any airworthiness issue so that the equipment may remain in service. An APF **SB** for orphaned equipment will be approved through the TSC.

## 5.4 PARACHUTE MAINTAINERS

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### 5.4.1 Maintainer types, scope and privileges

Under **OR Part 15**, APF has three parachute maintainer ratings:

- (i) Packer B who may inspect and pack Main Parachutes only;
- (ii) Packer A who can, in addition to the actions described in (i) above, inspect, pack, certify as airworthy and carry out daily maintenance on Reserve and Emergency Parachutes; and
- (iii) a Rigger who, in addition to the privileges of the Packer A and B, may undertake repairs, modifications and alterations to approved data and manufacture non-certified parachute parts as described in **OR 15.2.3 (c)(ii)**.

### 5.4.2 APF Member may pack a main parachute

- (i) Under **OR 15.3.1**, a CI may authorise a person to pack a main parachute for their own use or the use of the holder of at least a Certificate A.
- (ii) APF Members with a Certificate B or higher may pack a main parachute for their or the use of a parachutist holding a sporting licence See: **TOM**.

### 5.4.3 Suspension and or cancellation of maintainer ratings

A Packer A, Packer B or Rigger who has failed to observe the **ORs**, and **RS 53**, manufacturer requirements, and/or a CASA AD, may have their rating suspended by a STO, NRO, STM or a Review Tribunal. Any suspension applied under **OR 15.5** will be in accordance with the **Misconduct Policy and Procedures Manual**. See also Exposition 5.5.4.

### 5.4.4 Parachute maintenance records

**(a) Packing Card**

Each reserve/emergency parachute and tandem passenger harness will have a packing card which includes and meets the requirements of **OR 12.5.1**.

**(b) Parachute Maintenance Log**

- (i) Each Packer A, Packer B and Rigger will maintain a Parachute Maintenance Log as required by [OR 12.4.1](#) and it must contain the detail required by [OR 12.4.2](#).
- (ii) Where the parachute is used by a parachute training organisation, the Maintenance Log will, in addition, record main parachutes used for student and novice training purposes as required by [OR 12.5.4](#).

#### 5.4.5 Training and examination of maintainers

##### (a) Oversight

The NRO has overall responsibility for training and examination of candidates for parachute maintainer ratings. This includes setting the syllabus, the scope and content of training and oversight of those conducting examinations. Administration of this function will be managed through the APF Office.

##### (b) Who may train and examine candidates

While undertaking parachute training, a person may obtain authorisation to pack a main parachute for their personal use as per Exposition 5.4.2 and [OR 15.3.1](#). Training for a Packer A and Packer B shall be in accordance with [OR 11](#). Training for a Rigger rating will be in accordance with [OR 12](#). In addition to training by a Rigger Examiner the APF allows persons to complete rigger training at overseas rigger training academies, typically in the USA, based on the content of FAA-H-8083-17A and The Parachute Manual Volume 1 and 2.

##### (c) Recognition of prior learning

In accordance with the provisions of 149 MOS 2018 29, where a person holds military or foreign packing and parachute rigging qualifications, they may apply to the NRO to waive certain or all of the training and assessment requirements of the APF. The NRO is authorised to waive any or all requirements for the issue of a Packer A, Packer B or Rigger rating.

##### (d) Rigger Examiner appointment

The NRO may appoint Rigger Examiners that meet the requirements of [RS 53.13.4](#) and renew or withdraw a Rigger Examiner appointment in accordance with [RS 53.13.4](#).

## 5.5 PARACHUTE DEFECTS – REPORTING

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### 5.5.1. Equipment malfunction and defect must be reported

Any incident which involves an equipment malfunction and the activation of a reserve parachute or an ADD is to be reported as required by [RS 55.5.2\(f\)](#). Evidence of any rigging or equipment defect or failure, and/or evidence of mis-rigging/mis-packing is to be reported as required by [RS 55.5.2\(i\)](#).

### 5.5.2 When should notification be made

#### (a) Immediate verbal notification

- (i) The DZSO or Display Organiser will verbally notify the STO and NRO if an incident involves a major equipment failure as required by [RS 55.5.3\(a\)\(iii\)](#).
- (ii) Verbal notification to the NRO by the Packer, Rigger or APF Member is required where a defect relates to the design or manufacture of equipment and affects the safe operation of the equipment as per [RS 55.5.3\(c\)](#).



- (iii) When the equipment incident also involves the Jump Aircraft, there are additional reporting requirements to the ATSB that should be dealt with by the Jump Pilot and NAO as required by Exposition 4.3.10.

**(b) Written notification**

A verbal notification will be followed by submitting an online incident report of the occurrence or defect being identified via the [APF website](#) in accordance with [RS 55](#).

### **5.5.3 Reserve/emergency parachutes – reporting of major defects**

- (i) In accordance with proposed CASR 105, if a defect relates to a certificated reserve or emergency parachute, the NRO will notify the manufacturer and CASA, and any other ASAO that uses the same equipment, within 3 days.
- (ii) If the design or manufacturing defect relates to a main parachute the defect will be reported to the equipment manufacturer, by the NRO, and to APF Members via the fortnightly email broadcast so members can make take appropriate action.

### **5.5.4 Where parachute defect involves a maintainer**

Where an incident/equipment defect report indicates the defect involves a Packer A, Packer B or Rigger, the STO and or NRO may initiate disciplinary proceedings under and in accordance with [OR 15.5.1](#) and the [Misconduct Policy and Procedures Manual](#). See also Exposition 5.4.3.

### **5.5.5 Defective parachute not to be used**

**(a) Damaged or unsafe parachute assembly**

A parachute assembly which has been damaged or found to be unsafe must not be used for a descent until it has been repaired and/or declared safe by a Packer A or Rigger. See [OR 7.1.8](#).

**(b) Defective reserve parachutes not to be used**

In accordance with proposed CASR 105, if the parachute is reported in accordance with [RS 55.5.3\(c\)](#), or the parachute is covered by a CASA AD, or the manufacturer has issued a [Service Bulletin](#) the required action must be taken, and that action has not been taken, the parachute is not to be used.

## APPENDIX A: LINKS TO REFERENCES

### Overview

The current approved version of all Rules and Regulations and associated APF documents referenced in this Exposition can be found on the APF website at [www.apf.com.au](http://www.apf.com.au) (on the [Publications](#) page).

Document parts/sections/clauses requiring specific CASA approval before the change is made pursuant to Exposition 1.6.1(a) are identified below:

APF Title	ECM Requires CASA approval before change /(DAN for info)
<a href="#">APF Constitution</a>	No
<a href="#">APF Operational Regulations (OR)</a>	OR 2.2 & 2.3, OR 4.1, OR Part 5, OR Part 6, OR Part 7, OR 9.5, 9.8, Part 10, Part 11, Part 12, Part 14, Part 15.
<a href="#">APF Regulatory Schedules (RS)</a>	RS 52: 5 & 7, RS 53: 4.2 & 4.4, 5, 6.2, 6.5, 7.1.2, 7.2, 7.4, 7.7, 9, 11, 12, 13.3, 14. RS 54: 5.1.5, RS 55, RS 56, RS 57, RS 58: 4, 5, 10, 12, 13, 14.2, RS 60.
<a href="#">Training Operations Manual (TOM)</a>	No
<a href="#">APF Board and Board Committees Charters</a>	No
<a href="#">APF Operational Committees Charters</a>	No
<a href="#">Jump Pilot Manual</a>	Part 1- Part 6, Part 9, Appendix A through F
<a href="#">Display Manual</a>	Yes
<a href="#">APF Organisational Safety Management System</a>	Yes, until SMS gains CASA approval
<a href="#">Misconduct Policy and Procedures Manual (MPPM)</a>	Yes, until SMS gains CASA approval
<a href="#">Member Protection Policy</a>	No
<a href="#">Draft Club Operational Safety Management System template</a>	Yes, until SMS gains CASA approval
<a href="#">Club Audit &amp; Risk Assessment Package</a>	Yes, until SMS gains CASA approval
<a href="#">Equipment Standards (ESs)</a>	No
<a href="#">Service Bulletins (SBs)</a>	No
<a href="#">Technical Directives (TDs)</a>	No but provide copy to CASA for information purposes
<a href="#">National Officer Administration Manual (NOAM)</a>	No
<a href="#">Examiner's Manual (EM)</a>	No
<a href="#">Procedures Manual (PM)</a>	No

### Legislative Documents APF uses

CAR 1988:	CAR 30, CAR 83, CAR 150, CAR 152, CAR 207(3), CAR209.8
CASR 1998:	CASR 21, CASR 39, CASR 92.180, proposed CASR 105, Part 145, Part 149
MOS:	149 MOS 2018
CAO:	CAO 20.16.3, CAO 29.5
CAAP:	CAAP 152-1(0)
AC:	AC 39-01
AIP:	(AIP) ENR 5.5-3 to 5.5-7
Airservices:	MATS 18.3.5

## Appendix B: APF 149 functions – expansion of exposition 1.2.1

MOS section	Administration function	Sub-function
<b>Administration of parachuting activities</b>		
23	<p><b>Administering a parachute descent activity including establishing a parachutist certification training scheme, as well as issuing parachutist certificates, ratings or endorsements.</b></p> <p>A parachute descent activity includes:</p> <ol style="list-style-type: none"> <li>1. undertaking a parachute descent</li> <li>2. conducting parachuting training during a descent</li> <li>3. assessing persons:               <ol style="list-style-type: none"> <li>a. for the issue of a parachutist certificate to undertake a parachute descent</li> <li>b. for the issue of a rating or endorsement on a parachutist certificate to perform an activity</li> </ol> </li> <li>4. assessing the ongoing competency of the holder of a parachutist certificate to perform an activity authorised by the certificate and any ratings or endorsements attached to the certificate.</li> </ol>	<p><b>The function includes:</b></p> <ol style="list-style-type: none"> <li>1. establishing a certification scheme dealing with the privileges available under, and any limitations of, parachutist certifications, ratings and endorsements issued to persons to undertake parachute descents</li> <li>2. developing competency standards and units of competency for parachuting training that must be completed by a candidate for the issue of a parachutist certificate, rating or endorsement (a parachutist authorisation)</li> <li>3. developing any other requirements for the issue of a parachutist authorisation, including any aeronautical knowledge requirements, tests, experience requirements and assessments of ongoing competency.</li> </ol>
24	<p><b>Establishing procedures for safe conduct of parachute descents.</b></p>	<p><b>This function includes:</b></p> <ol style="list-style-type: none"> <li>1. Administer parachute descents by establishing procedures for the safe conduct of parachute descents in accordance with any provision of the civil aviation legislation that applies to the conduct of parachute descents.</li> <li>2. Including development of standards for safety equipment to be used during a parachute descent from high altitudes, descents into water, in respect of parachute opening heights above ground, and through cloud.</li> </ol>
26	<p><b>Administer the operation of an aircraft to facilitate a parachute descent, including authorising jump pilots and jump pilot trainers.</b></p> <p>A jump pilot activity includes:</p> <ol style="list-style-type: none"> <li>1. the operation of the aircraft to facilitate a parachute descent (whether or not in a parachute training operation);</li> <li>2. conducting jump pilot training of a pilot of the aircraft during a flight conducted to facilitate a parachute descent, on matters relevant to the conduct of the flight for that purpose;</li> <li>3. assessing pilots for the issue of a jump pilot authorisation to operate the</li> </ol>	<p><b>The function includes:</b></p> <p>developing competency standards and units of competency (however described) for training (<b>jump pilot training</b>) that the APF requires must be completed by a pilot for the issue of an authorisation (a <b>jump pilot authorisation</b>) to operate the aircraft in a parachute training operation; and developing experience requirements, and any other requirements for the operation of the aircraft to facilitate a parachute descent (whether or not in a parachute training operation).</p>

MOS section	Administration function	Sub-function
	aircraft in a parachute training operation; 4. assessing the competency of the holder of a jump pilot authorisation to perform an activity authorised by the authorisation.	
27	<b>Administering a parachute training organisation.</b>	<b>The function includes:</b> <ol style="list-style-type: none"> <li>1. assessing a person's organisation, and its procedures, practices, personnel and facilities to determine whether the person is capable of conducting parachuting training; and</li> <li>2. if satisfied as mentioned in paragraph (1), issuing an authorisation to the person to conduct the parachuting training specified in the authorisation; and</li> <li>3. assessing whether a person to whom it has issued an authorisation to conduct parachuting training continues to be capable of providing the training covered by the authorisation.</li> </ol>
28	<b>Administer the airworthiness of a parachute, including issuing an authorisation for an airworthiness activity, such as packing, assembly or conducting maintenance on a parachute.</b>	<b>The function includes:</b> <ol style="list-style-type: none"> <li>1. developing competency standards and units of competency for parachute airworthiness training that must be completed by a candidate for the issue of an authorisation to undertake an airworthiness activity;</li> <li>2. An airworthiness activity includes:               <ol style="list-style-type: none"> <li>(a) packing a parachute</li> <li>(b) assembling a parachute</li> <li>(c) conducting maintenance on a parachute</li> </ol> </li> </ol>
29	<b>Assessing existing parachute authorisations issued by a foreign or other sport aviation authorisation bodies.</b>	<b>The function includes:</b> <ol style="list-style-type: none"> <li>1. assessing an existing authorisation to determine whether the holder is competent to undertake an aviation activity administered by APF;</li> <li>2. issuing an authorisation to that individual to undertake the activity;</li> <li>3. the authorisation may be a parachute certificate, a licence, rating and or endorsement.</li> </ol>